

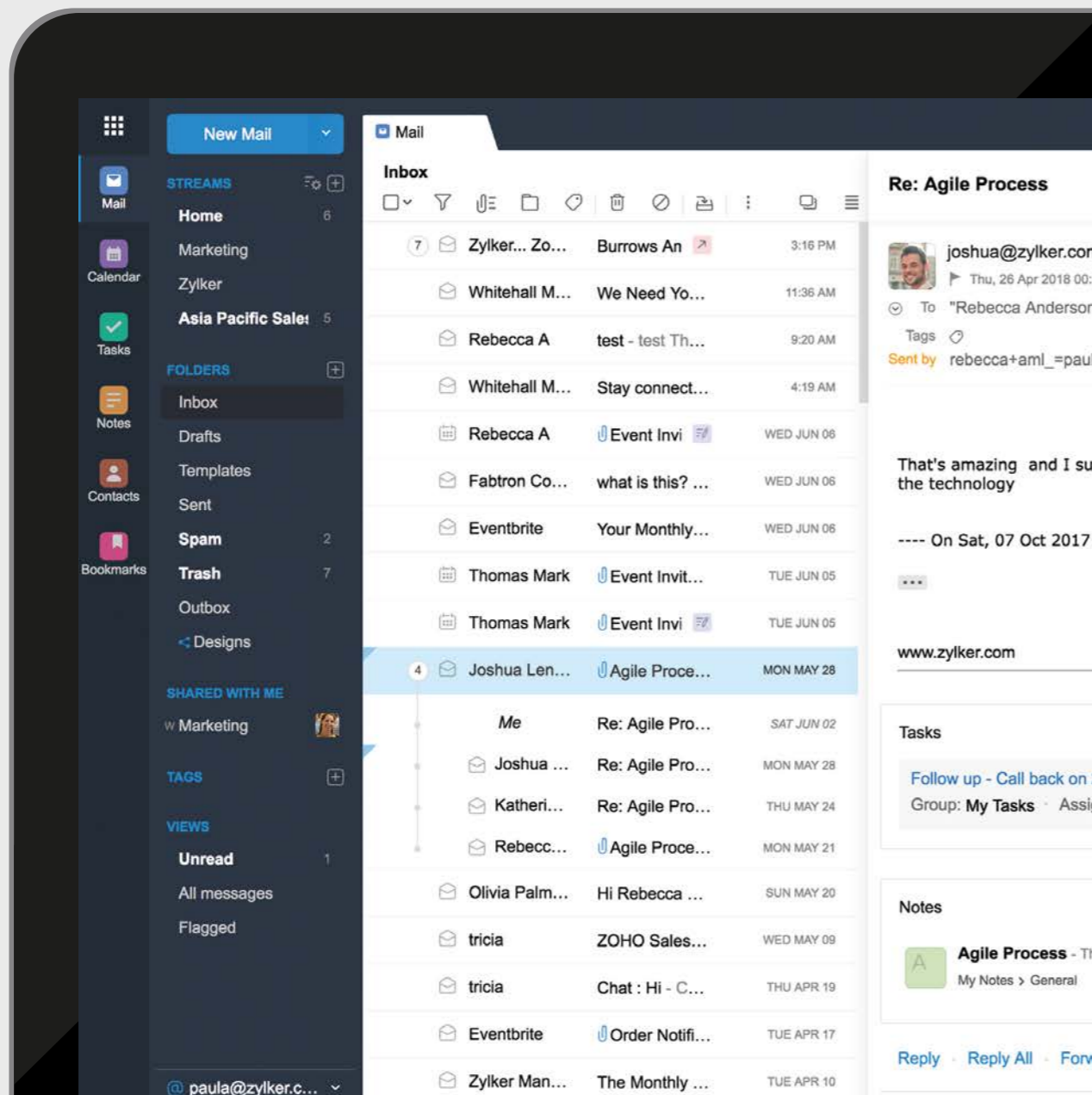
The logo for Zoho Workplace features the word "ZOH" in a stylized, 3D block font. Each letter is a different color: 'Z' is red, 'O' is green, 'H' is blue, and 'O' is yellow. To the right of these blocks, the word "Workplace" is written in a clean, white, sans-serif font.

# ZOH Workplace

Business Email and Collaboration tools



Mail



# Secure, feature rich email for your business

## Clean and clutter-free inbox

- Advanced Search and Sort options
- Filters to organize emails
- Archival and eDiscovery

## Sharing and team collaboration

- Social media style collaboration with Streams
- Draft email sharing for peer review
- Folder sharing and delegation

## Integrated inbox with Calendar, Tasks and Notes

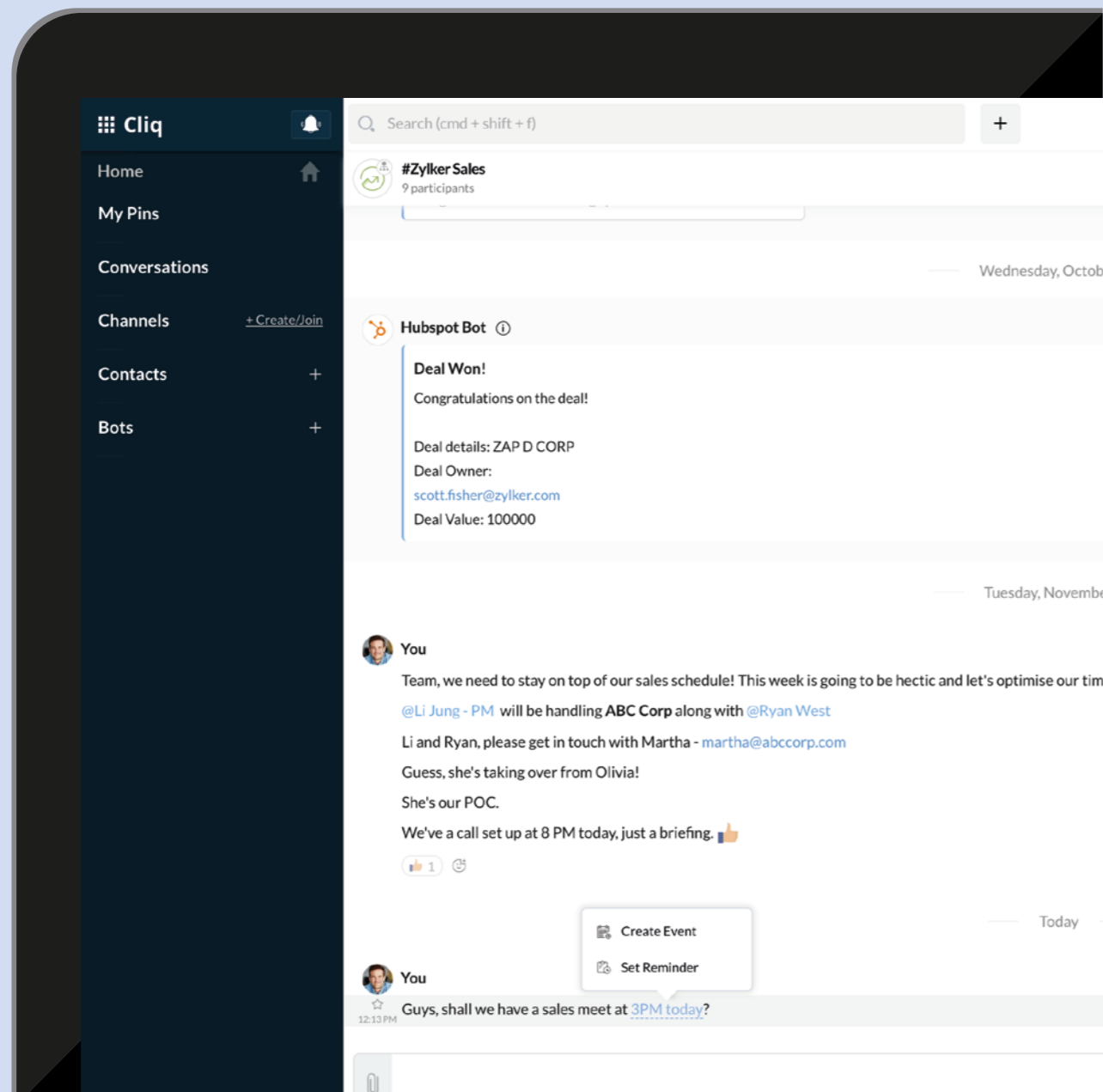
- Resource booking with calendar
- Managing to-do lists with Tasks and Notes
- eWidgets for accessing various applications from mailbox

## Powerful control panel and email administration

- Two factor authentication
- S-Mime for high level security
- Creating and managing group email accounts

## Sending out perfect emails

- Automated vacation replies
- Recall sent emails
- Undo email sending



## Instant messaging app for your team interactions

### Accessible across Workplace suite

- One-to-one messaging and group chat
- Audio and video call options
- Screen sharing and broadcasting

### Managing chats efficiently

- Marking messages as important, to-do, etc.
- In-chat reminders
- Seperate @mentions view

### Managing online meetings

- Initiating meetings from the chat box
- Sync with calender
- Notifications to participants and MOM reminders with ZIA

### Chatbots

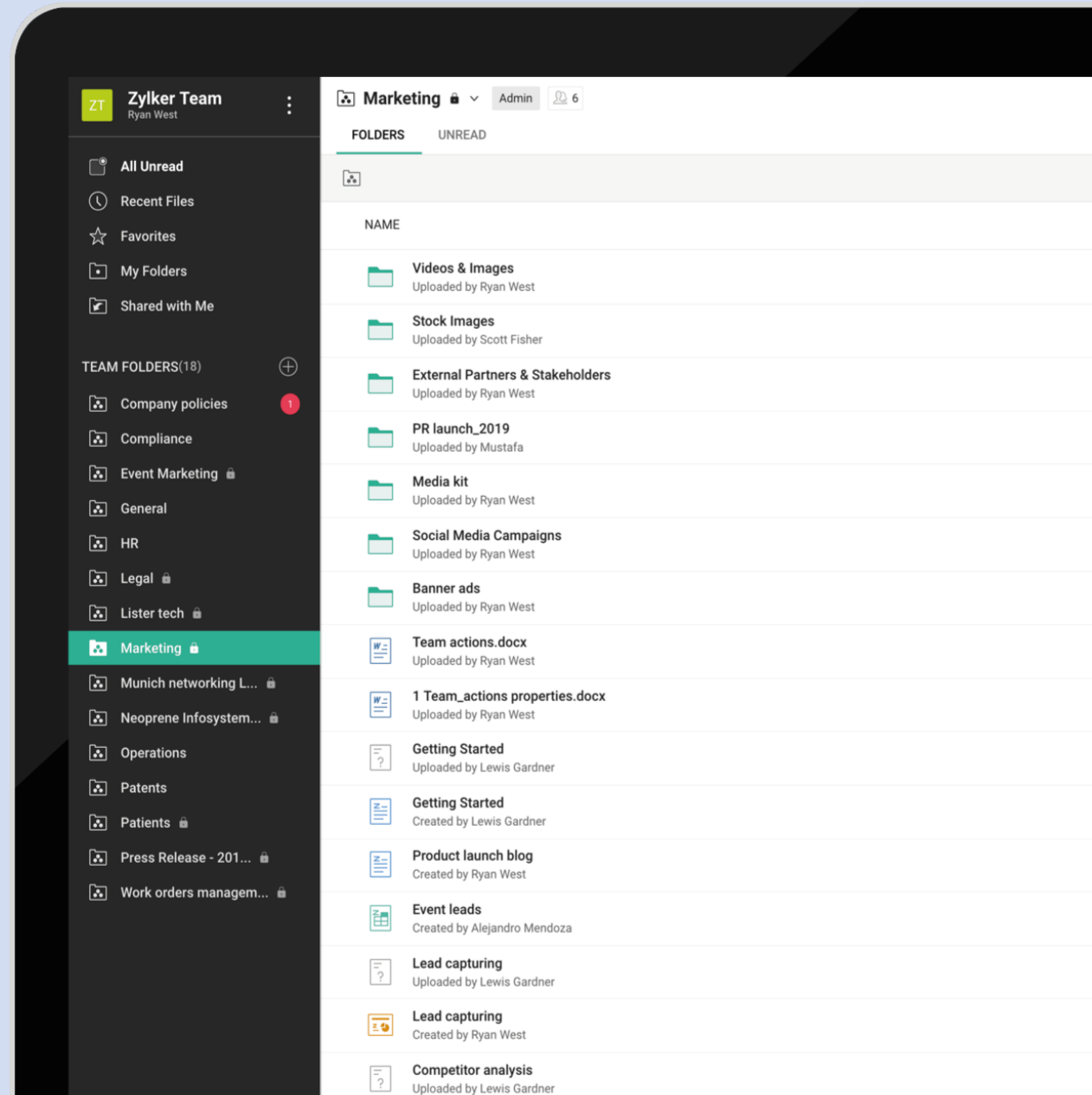
- Automating daily tasks using chatbots and schedulers
- Smooth integration with other Zoho and non-Zoho apps

### Access across devices

- Robust mobile and desktop app
- Accessible from any browser



# File storage and content collaboration platform for teams.



## Shared workspaces - Team Folders

- Unified space to store, share, and work together
- Granular level access controls
- In-built office suite

## Work outside your team

- Share files externally
- Set password and expiry dates
- Create multiple links and monitor access stats

## Stay in sync

- Work offline, sync when online
- Sync only the files you want to work on
- Mobile apps that keep you connected at all times

## Analytics & data administration

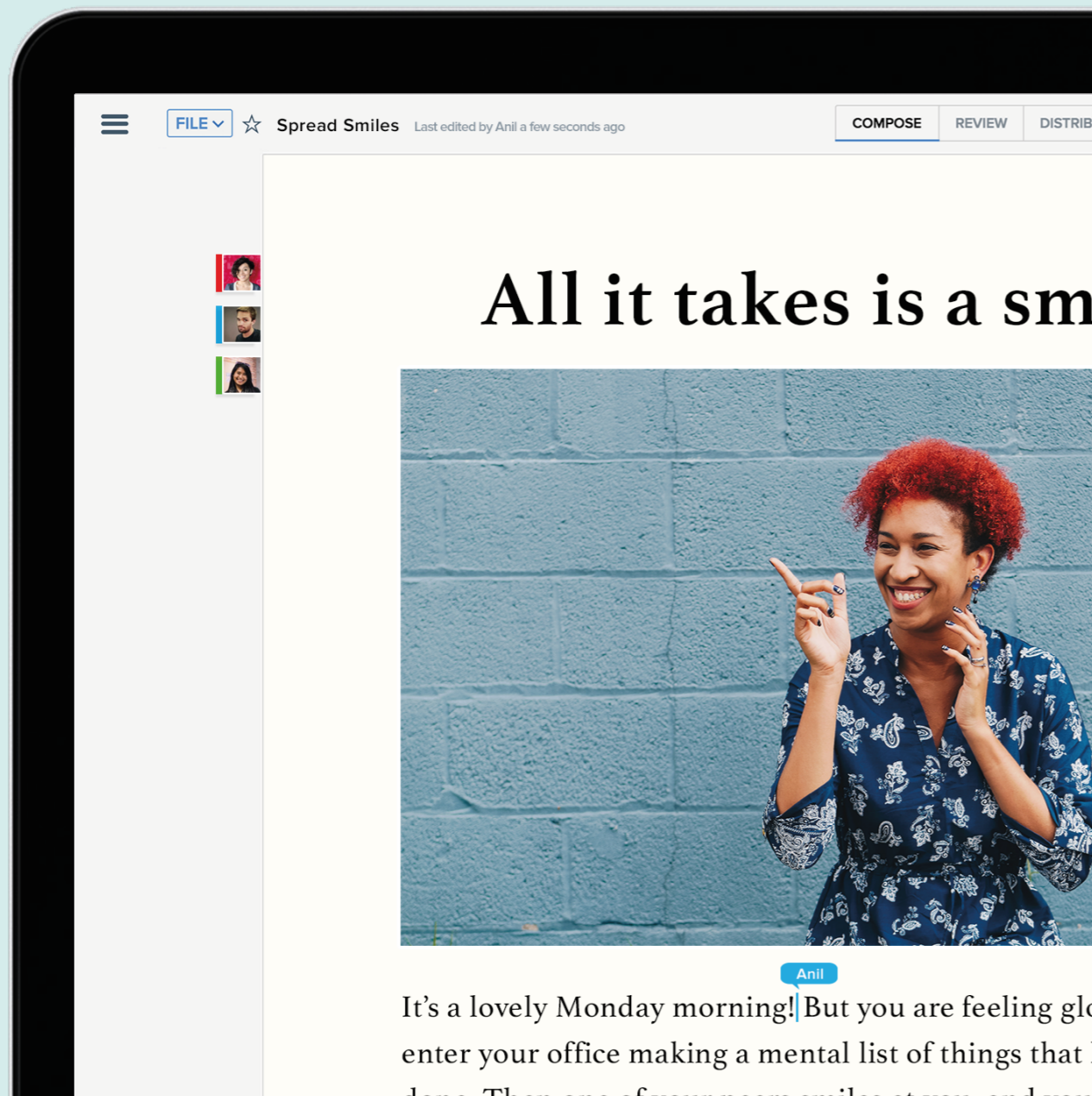
- Comprehensive usage stats
- Activity reports and audit trail
- Transfer file ownership

## Guaranteed security

- SOC type II and ISO 27001 compliant
- Encryption in transit and rest
- 24/7 secured data centres



# Online word processing tool with real-time collaboration



## The word processor for today's teams

From powerful tools to the beautiful, minimalistic design that doesn't overwhelm you, Writer is crafted for modern teams and their workflows.

## Improve your writing with Zia

Zia, Writer's AI-powered writing assistant is trained to understand and polish your writing. She's smart enough to make grammar, style and readability suggestions based on the context of your sentences.

## Bring everybody to the same page

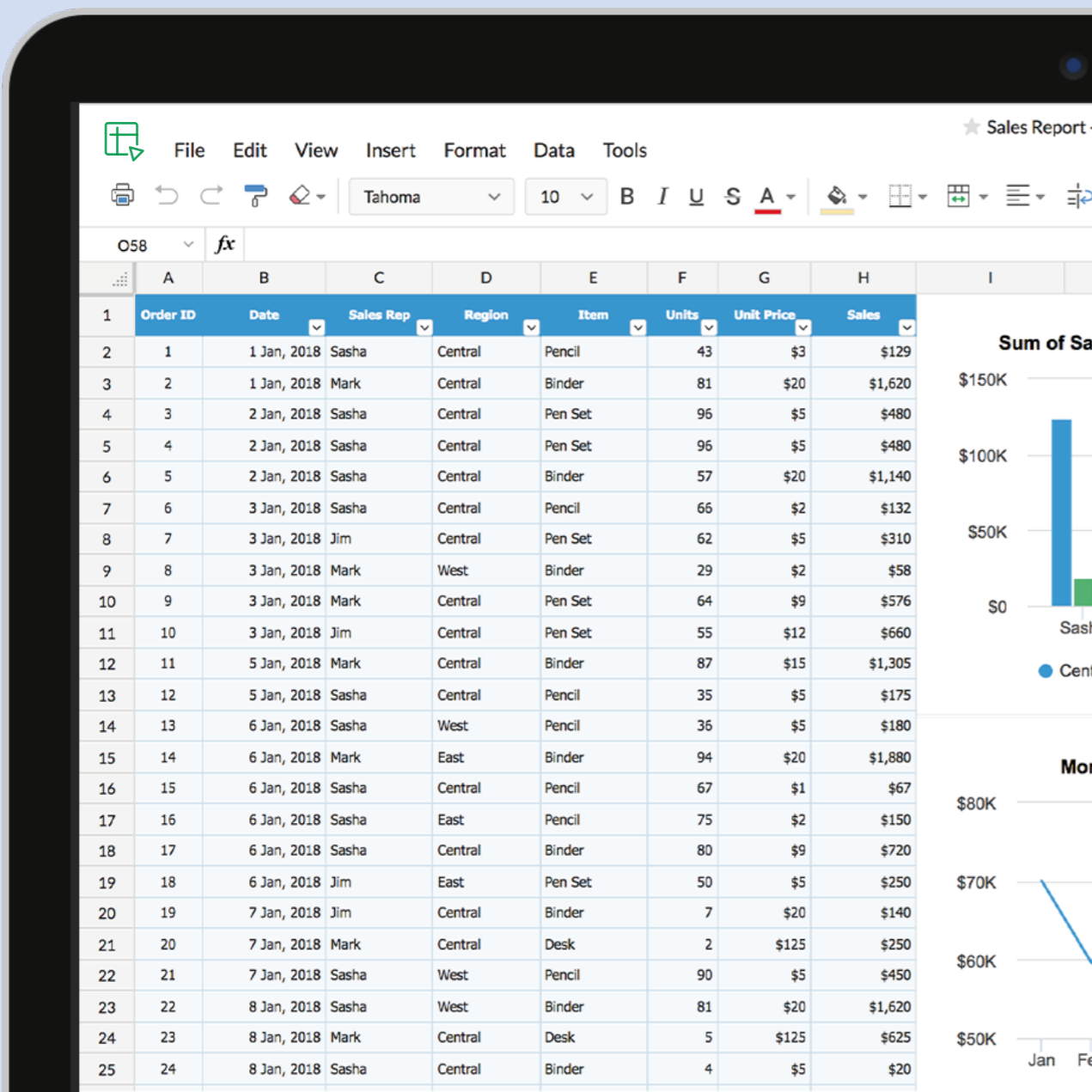
Share your work with others and collaborate with them in real time. Track their changes and initiate contextual discussions using comments.

## Automate your paperwork

Put an end to mundane work. Writer can bring-in your sales or form data from Zoho CRM and Zoho Forms and generate personalized copies of template documents in bulk.

## Get contracts signed

Manage NDA's or contracts from start to finish. With built-in Zoho Sign integration, Writer handles everything from document creation to automated signature collection in one platform.



# Online spreadsheet for collaborative teams

## Smart data cleaning tool

- Remove duplicates records
- Rectify inconsistencies in data
- Find and fill random missing values

## Analyze and visualize data with Zia

- Automated chart and pivot table recommendations
- Instant answers for data-related questions
- Voice command on mobile app

## Work together in real-time

- Cell and range level contextual comments
- User, date, and range specific changelog
- Automatic version backups with reverting options
- Range and user specific lock settings

## Convert print outs into digital data

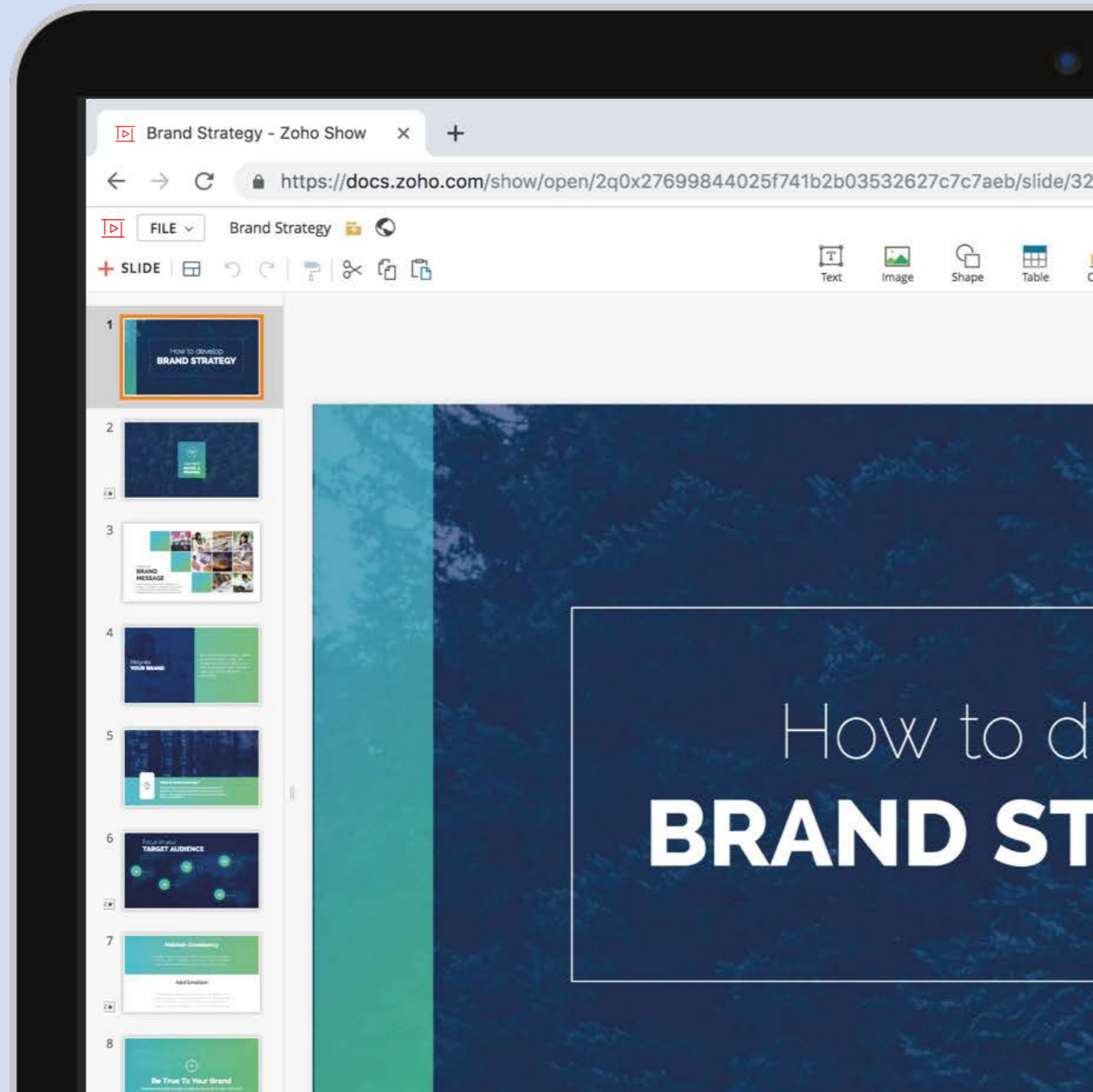
- Choose, crop, and convert images into spreadsheet data
- Preview and correct before inserting.
- Insert with date formats intact

## Integration with other applications

- Automated workflows via Zapier and Zoho Flow
- Bring in contextual data using custom functions
- Collect data using Forms



An online presentation tool that lets you create, collaborate, and deliver ideas.



### Build ideas with ease

- Clean and minimalist design
- Effortless adaptation with easy learning curve
- Choose from array of templates

### Capture audience interest

- Organize your data with charts, tables, and smart elements
- Steer your presentations with visuals rather than words
- Create your own path animations in no time

### Blend your team together

- Realtime editing
- Contextual commenting
- Lock slides for unauthorized edits

### Reach millions around the globe

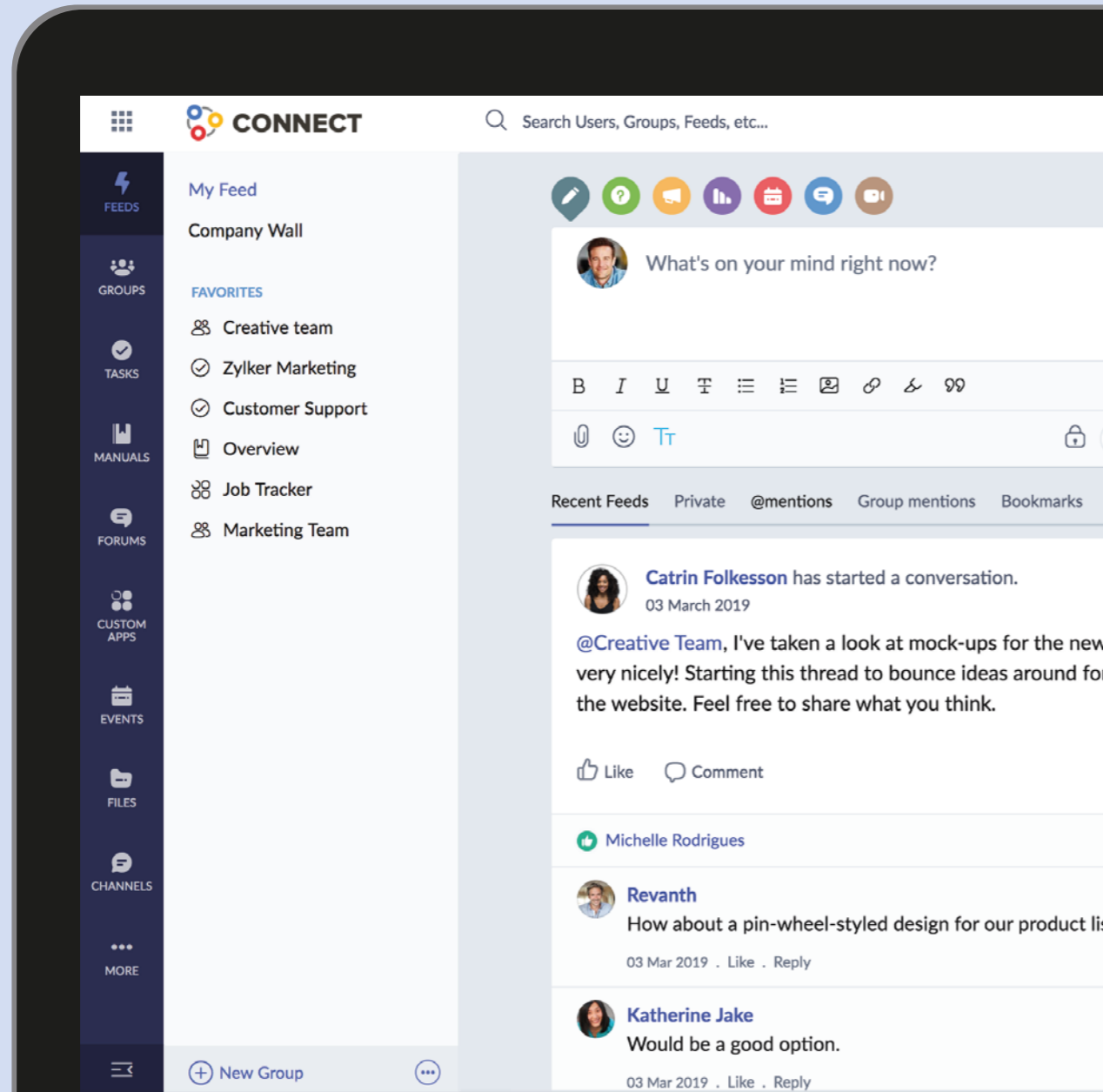
- Publish slides and embed them onto your blogs and websites
- Manage published versions
- Broadcast to remote audiences across the globe

### Multi platform support

- Access slides on the go - Android and iOS
- Stage your slides through TV - Apple and Android TV
- Smart watch integrations



## Social Intranet that lets your organization communicate and work together efficiently.



### Communication, without barriers.

- Social media style feeds to start conversations and stay updated.
- More context with polls, questions, and announcements.
- Fully searchable archive of conversations.

### Improved team collaboration spaces.

- Groups with built-in apps to enhance productivity.
- Granular permissions to manage members.
- Integrations, to bring all applications together.

### Task management, simplified.

- Kanban boards to organise tasks.
- Task status to track progress, checklists, reminders, templates, and more.
- Board statistics and task reports that give the whole picture.

### Knowledge base to create a library of resources.

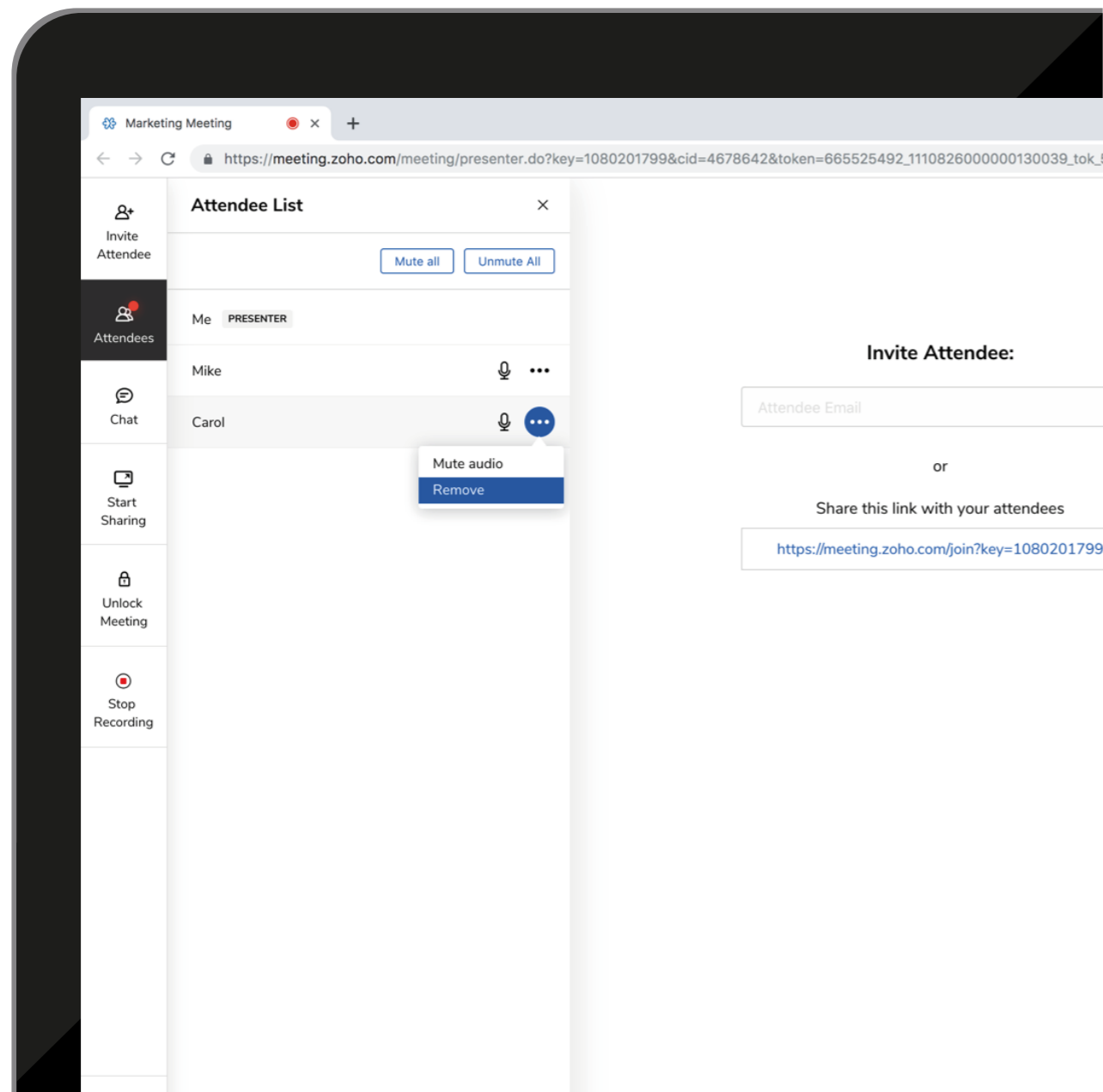
- Manuals with chapters and articles to organise information.
- Publish to the entire network, or keep it private.
- Share articles and duplicate manuals.

### Custom forms and workflows to automate.

- Low code, drag-and-drop form builder.
- Workflows to automate any internal process.
- Gallery of built-in apps to select from.



# Web conferencing solution to host online meetings



## Web conferencing solution to host online meetings

- Meet instantly, or plan ahead
- Embed meeting links on your website
- Add meetings to calendar, get RSVPs, and reminder emails

## Moderator controls

- Lock meetings to keep them secure
- Mute participants or remove them
- Share your keyboard and mouse controls

## Apps and extensions

- Google Chrome and Firefox Extension
- iOS and Android apps
- Desktop application

## Audio, video, HD screen sharing and recording

- Join using computer audio or dial-in numbers and webcam sharing
- Share presentations and give demos via screen and application sharing
- Play and share HD meeting recordings online and also download them

## Organizational settings

- Co-branding using organization name and logo
- Enable or disable camera settings for your organization
- Add and manage users

## Choose Privacy! Choose Zoho.

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No Software downloads or upgrades.  
No expensive email servers or maintenance.

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Starts at \$3/month

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